



Variety 4WD Adventure Fundraising Platform - User Guide

What is it?

This brand new fundraising platform is here to help you every step of the way on your Variety 4WD Adventure Fundraising journey – from registration to becoming the highest fundraiser for 2020. The new platform, called [Funraisin](#), is a one-stop-shop, where you can complete your registration forms, pay your event registration fee and set up your fundraising page all in one place. There are many new features in this new system, including:

- [Download all you need](#) for your fundraising efforts, including:
 - Fundraising guides
 - Letter and email templates
 - Event forms and key information
 - Posters to print, social media posts to share and more
- Send emails to potential supporters (with pre-written templates) directly from the platform
- Send bulk messages to all your supporters

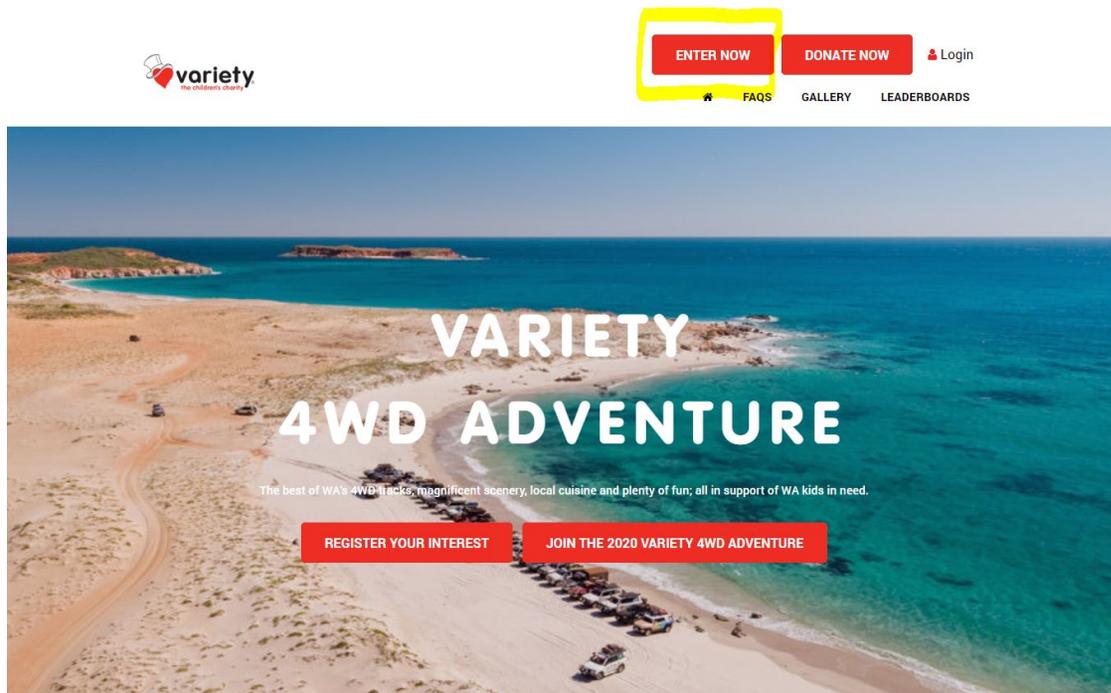
If you need help, please contact: events@varietywa.org.au

- See how your fundraising efforts stack up other entrants on our real-time [Leaderboard](#)
- Share your pages straight to Facebook and other social media sites
- Enjoy a user-friendly platform that looks just like the Variety WA website
- Fewer fees than previous fundraising platforms, meaning that more of the funds donated will go directly to helping WA kids in need

How to sign up & kick off your fundraising page!

We suggest that you complete your online registration all at once, so make sure you have all the information you'll need before you begin.

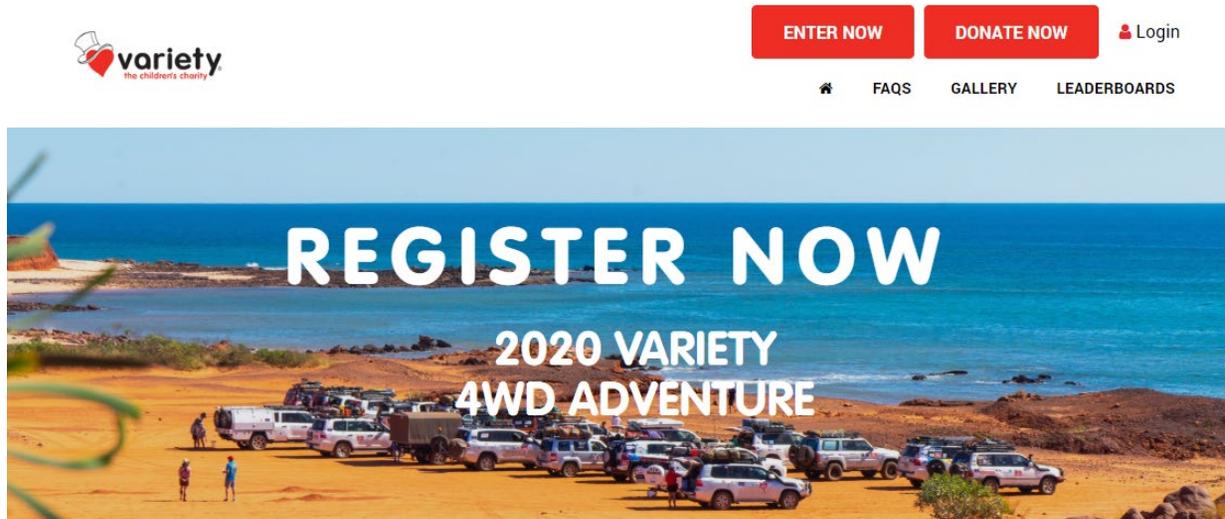
Step 1) Jump online, open your web browser and go to fundraise.varietywa.org.au/event/4WD/



If you need help, please contact: events@varietywa.org.au

Step 2) Click “Enter Now” at the top of the page

Step 3) Choose whether you are registering as a Car Captain or a Crew Member.



Please choose from the options below to register for the 2020 Variety 4WD Adventure

A Variety 4WD Adventure **Captain** is the main contact/ representative for the participating car. As the captain, this person is responsible for paying the car entry fee, setting up the fundraising page and completing the vehicle details.

A Variety 4WD Adventure **Crew Member** is a participating member of the car, but has elected another person in their car to be the Captain.

[CAPTAIN REGISTRATION](#)

[CREW MEMBER REGISTRATION](#)

If you need help, please contact: events@varietywa.org.au

Step 4) Enter your details in the form displayed on screen

***In this example, we are filling out the Captain form. The Crew form is similar, but requires less information.*

Page 1: Your details



Welcome Back Jacinta
[Not your? \[Logout here\]\(#\)](#)

Please check over your details below before continuing with your registration

First Name *	Last Name *
<input type="text" value="Jacinta"/>	<input type="text" value="Balotta"/>
Email Address *	Reset Password
<input type="text" value="jacinta.balotta@varietywa.org.au"/>	<input type="text" value=""/>
Phone *	Date of Birth *
<input type="text" value="0421302263"/>	<input type="text" value="11 11 1999"/>

Postal Address *

Unit Number	Street Number	Street
<input type="text" value=""/>	<input type="text" value="102"/>	<input type="text" value="Burswood St"/>
Suburb *	Postcode *	
<input type="text" value="Burswood"/>	<input type="text" value="6100"/>	
State	Country	
<input type="text" value="WA"/>	<input type="text" value="Australia"/>	

"Claim or Demand" means any claim, demand, action, proceeding, judgment, order, award, damage or costs of any nature.

Car number (The unique ID allocated to your car and team. If unknown, please contact the office on 9455 8655 to confirm) *

Drivers License number *

Please upload a copy of your Driver's License

Dietary Requirements *

Shirt size

Hat Size

What brings you to the Variety 4WD Adventure? *

Which past Variety 4WD Adventures have you taken part in? *

- 1996 Murchison
- 1997 South West
- 1998 Kimberley
- 1999 Adelaide to Esperance
- 2000 Cairns to Port Douglas
- 2002 Gascoyne
- 2003 South West
- 2004 Rudall River
- 2005 Merredin to Esperance
- 2006 Monkey Mia to Carnarvon
- 2007 Newman to Onslow
- 2008 West Kimberley
- 2009 Pilbara
- 2010 East Kimberley
- 2011 Esperance
- 2012 Kimberley: Newman to Kakadu Jabiru
- 2013 Southern Cross - Adelaide to Perth
- 2014 Broome
- 2015 Stirling Ranges to Bunker Bay
- 2016 Rudall River to Monkey Mia
- 2017 Dirk Hartog Island
- 2018 Kalgoorlie to Uluru
- 2019 Dampier Peninsula

Yes, sign me up to receive the occasional Variety WA eNews

I am happy for my contact number to be circulated to other Variety entrants and officials *

Yes

No

How will you pay for your entry fees today? *



If you need to go back and change information, you can always click on the page navigation at the top of the form to edit the information you put in (except your payment method)...

Make sure you're 100% certain about how you want to pay for your car and individual entry fees (either paid in full via credit card at the end of the registration form or not), because the form won't let you change this later on.

If you need help, please contact: events@varietywa.org.au

Page 2: Your Car & page

****Only Captains will see this page**



YOUR DETAILS | **YOUR CAR FUNDRAISING PAGE** | MEDICAL INFORMATION | PAYMENT

Name your team fundraising page
Must include your Car number, e.g. "4WD Car #123". This will be the title of your team page and how people search for you.

Team name

Fundraising target *

Allow anyone to join my team
 Yes No This will add a join button on your team page allowing anyone to join your team

Set up your first team blog and add a profile picture.

 **PROFILE IMAGE**

Page Title & Message

Remember, your minimum fundraising target is:

- \$6,000 returning cars
- \$4,000 new cars
- \$8,000 buddy cars (\$4,000 per car)

Feeling ambitious? Why not increase your goal? You can always change it later.

Vehicle Make *

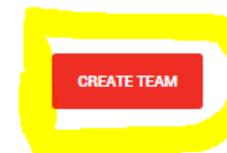
Vehicle Model *

Vehicle Year *

Vehicle Registration Number *

Fuel type *

Fuel range *

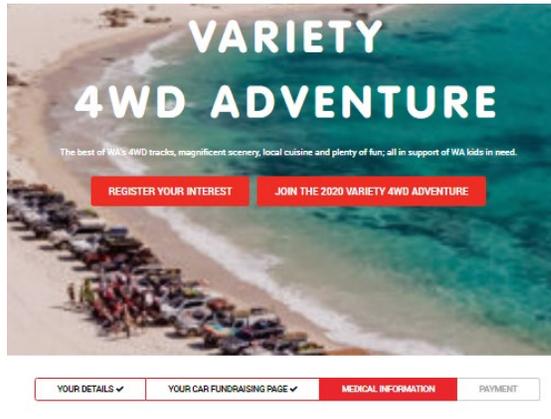


Upload a team photo and tell us your story! We've written a generic one to get you started

You can always edit this later on

If you need help, please contact: events@varietywa.org.au

Page 3: Medical information



Variety WA Motoring Events Medical Information

Strictly Confidential

It is extremely important that you include details of any condition that has the potential to affect you on the event and any medications you are taking. The information is held in strictest confidence and only accessed in case of an emergency. The event practitioner may contact you if further information is required.

Please list any ALLERGIES (especially drugs) *

Writes none if N/A

Do you suffer from any of the following? *

- high blood pressure
- asthma/bronchitis or other respiratory problem
- heart or circulatory disorder
- diabetes
- stomach/intestine disorder/ulcer
- gall bladder/liver disorder
- migraine
- disorder of the back, spine or neck
- stroke, epilepsy or other neurological disorder
- cancer or leukaemia/lymphoma
- visual problems (not including glasses)
- gout/arthritis
- any skin disorder
- none of the above

Blood type: *

any skin disorder

none of the above

Blood type: *

Please list all medications you are currently taking *

Writes none if N/A

Please list any other relevant information the doctor needs to know: *

Writes none if N/A

Emergency Contact - Full name *

Please don't name someone who is also going on the event

Emergency Contact - Relationship to you *

Emergency Contact - Telephone

Emergency Contact - Mobile Phone *

Emergency Contact - Address *

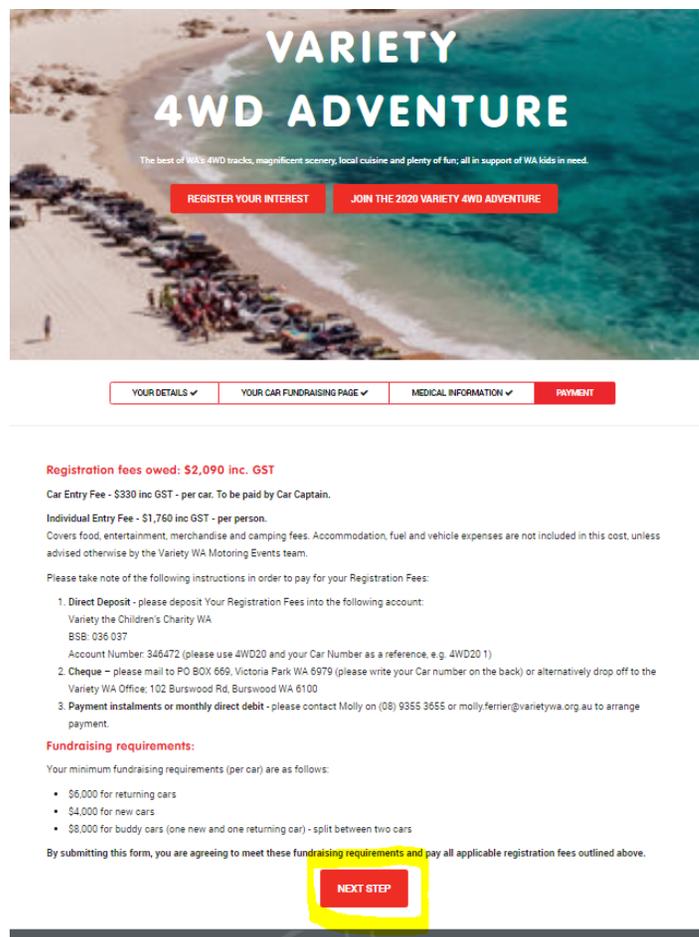
This Medical Particulars form is a requirement under the Motoring Events Official Conditions of Entry. By ticking this box, you confirm that the information contained herein is true and correct and that you will notify Variety WA of any medical condition that develops between now and the event.



If you need help, please contact: events@varietywa.org.au

Page 4: Payment

The below screenshot is what your screen will look like if you chose to pay by a method other than Credit Card. If you chose to pay by credit card, you will be taken to another page to process your payment.



**VARIETY
4WD ADVENTURE**

The best of WA's 4WD tracks, magnificent scenery, local cuisine and plenty of fun, all in support of WA kids in need.

[REGISTER YOUR INTEREST](#) [JOIN THE 2020 VARIETY 4WD ADVENTURE](#)

[YOUR DETAILS](#) [YOUR CAR FUNDRAISING PAGE](#) [MEDICAL INFORMATION](#) [PAYMENT](#)

Registration fees owed: \$2,090 inc. GST

Car Entry Fee - \$330 inc GST - per car. To be paid by Car Captain.

Individual Entry Fee - \$1,760 inc GST - per person.

Covers food, entertainment, merchandise and camping fees. Accommodation, fuel and vehicle expenses are not included in this cost, unless advised otherwise by the Variety WA Motoring Events team.

Please take note of the following instructions in order to pay for your Registration Fees:

- Direct Deposit** - please deposit Your Registration Fees into the following account:
Variety the Children's Charity WA
BSB: 036 037
Account Number: 346472 (please use #WD20 and your Car Number as a reference, e.g. 4WD20 1)
- Cheque** - please mail to PO BOX 669, Victoria Park WA 6979 (please write your Car number on the back) or alternatively drop off to the Variety WA Office, 102 Burswood Rd, Burswood WA 6100
- Payment instalments or monthly direct debit** - please contact Molly on (08) 9355 3655 or molly.ferrier@varietywa.org.au to arrange payment.

Fundraising requirements:

Your minimum fundraising requirements (per car) are as follows:

- \$6,000 for returning cars
- \$4,000 for new cars
- \$8,000 for buddy cars (one new and one returning car) - split between two cars

By submitting this form, you are agreeing to meet these fundraising requirements and pay all applicable registration fees outlined above.

[NEXT STEP](#)

If you need help, please contact: events@varietywa.org.au

You've done it!!



ENTER NOW

DONATE NOW

Jacinta ▾



FAQS

GALLERY

LEADERBOARDS



Thanks for registering for the 2020 Variety 4WD Adventure!

Welcome aboard! Your registration for the 2020 Variety 4WD Adventure is now complete. You will soon receive an email from our Event Coordinator with more information on fundraising, preparing for the event and more. If you don't receive an email in the next 24hrs, be sure to check your junk mail.

Why not kick off your fundraising today by sharing your Car Fundraising Page URL with your friends, family, colleagues and social network? If you're a Crew member, ask your Captain for your Car's Fundraising Page URL (and if you want to edit the page, for their Login details too) so you can get started.

For fundraising ideas, tips and resources, click the button below to download our Variety 4WD Fundraising Guide or get in touch with our friendly Events Team on (08) 9355 3655 or events@varietywa.org.au.

DOWNLOAD THE FUNDRAISING GUIDE

Congratulations – you've officially registered and will be joining us on the Variety 4WD Adventure!

If you need help, please contact: events@varietywa.org.au

Your Account Dashboard

Now it's time to explore your new Variety 4WD Adventure fundraising hub. Only Captains will have access to this, so ask your Captain to do this on your team's behalf, or get him/her to share their login details with you so that you can access it, too.

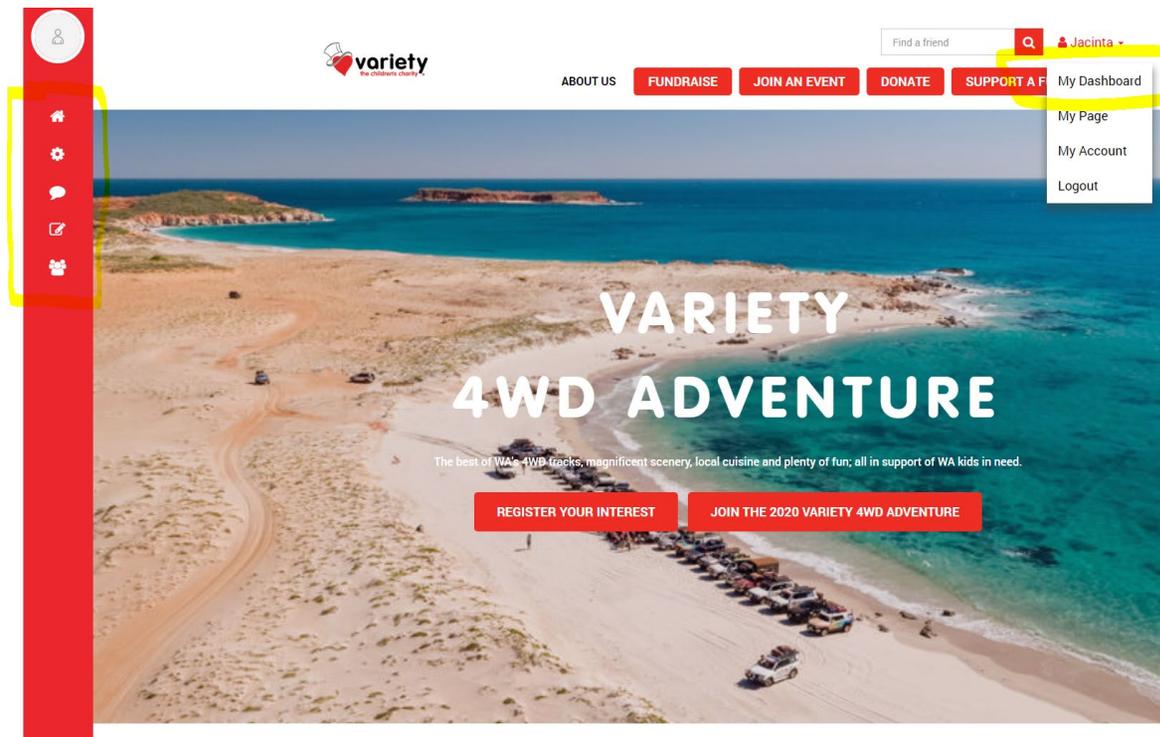
Everything you need to access can be found in your Account Dashboard.

Accessing your Account Dashboard

Go to: <https://fundraise.varietywa.org.au/login/event> and enter your login details

Expand the menu on the top right hand of the page by hovering over your name. Then select My Dashboard.

Alternatively, you can hover over the icons on the left hand side of the page and then select My Dashboard.



If you need help, please contact: events@varietywa.org.au

Navigating your Account Dashboard

If you hover your mouse pointer over the left side of the screen, you'll see a sidebar menu pop up. There are three buttons at the bottom of the menu, including:

- "View my page" – you'll only need to use your team page to fundraise, so please ignore this page.
- "View my team page" – to view your team page and URL
- "Sponsor yourself" – to make a personal donation to your own page

You'll see along the top/ middle there are a number of tabs – this is where the magic happens...

The screenshot shows the fundraising dashboard for Jacinta Balestra. The sidebar menu on the left includes options like 'My Dashboard', 'My Account', 'My Messages', 'My Fundraising', 'Get Supporters', 'Donations', 'Edit My Page', 'My Team', 'Edit Team Page', 'Team Members', and 'Team Donations'. The 'Team Donations' section is highlighted with a yellow box and contains three buttons: 'VIEW MY PAGE', 'VIEW TEAM PAGE', and 'SPONSOR YOURSELF'. The main content area displays the team name 'Jacinta Balestra', the event 'Variety 4WD Adventure', and a fundraising goal of '\$0' raised of a '\$100 goal'. A yellow box highlights a navigation bar with tabs: 'GET SUPPORTERS', 'MY DONATIONS', 'EDIT MY PAGE', and 'IMPORTANT DATES & INFO'. Below this is a 'Page Checklist' section with a progress indicator showing '0% Completed' and three tasks: 'Upload a Profile Image', 'Add a Blog Post', and 'Sponsor Yourself'.

If you need help, please contact: events@varietywa.org.au

Tab #1 – Get Supporters

Here you can share your page on social media or send emails to our friends by entering their emails in the field provided. You'll see we've already written a template email for you. You can use this as is, or edit this to suit your needs. You can also tick the box that says "email all of your sponsors", which sends a message to everyone who has donated so far. You might want to send a special thank you email, update them on your fundraising when you reach a milestone, or you can even use this on the event itself to update them on your journey.



Use your social network

Send out links to your personal fundraising page asking for support.

[ASK ON FACEBOOK](#) [ASK ON TWITTER](#) [ASK ON LINKEDIN](#)

<https://fundraise.varietywa.org.au/s/38/41> [Your share URL](#)

Or send emails to friends and family

Send Emails [View Sent Emails](#)

Choose a pre-written email

Get Support - CCC

Enter email addresses (add a comma in between addresses if sending to more than one person)

Tick this box to send this email to all of your sponsors

Email Subject

I'm taking part in the Variety Creative Car Cruise - and I need your help

Email Message

Hey,

I'm participating in the 2020 Variety WA Creative Car Cruise to raise money for disadvantaged kids in WA.

The Creative Car Cruise is a fun, laid-back, boutique charity road trip organised by Variety - the Children's Charity WA.

On the cruise, we'll be stopping off local schools and organisations throughout WA's South-West to deliver grants and equipment for education, health and mobility, en-route to some of the best locations in

If you need help, please contact: events@varietywa.org.au

Tab #2 - My Donations

The My Donations tab allows you to see a summary of all donations you've received so far. You can also process cash donations here (you'll have to pay the amount with your credit card and keep the cash) and your supporter will receive an instant tax deductible receipt!

🏠 GET SUPPORTERS **MY DONATIONS** EDIT MY PAGE IMPORTANT DATES

Donations

As you receive donations they will appear here and you will be able to send them a thank you.

♥ ADD OFFLINE DONATION

🏠 GET SUPPORTERS MY DONATIONS EDIT MY PAGE IMPORTANT DATES

Cash Donations

Use this section if you have collected a cash donation and would like to process it by credit card. You can generate a receipt for your supporter here.

Donation Amount

\$

Nothing was received in return for this donation, e.g. book, auction prize, ticket to an event

Donor's Details

Organisation Name

Personal Donation

Company Donation

Title

Mr

First Name *

Last Name *

Email Address *

If you need help, please contact: events@varietywa.org.au

Tab #3 - Edit My Page

The Edit My Page tab allows you to change your team fundraising goal, post news and updates and add a gallery of images to tell your story on your team page. It's great to provide updates to keep your supporters updated on your progress!

Please try not to change your personal URL. If you do, it means that the links that you've sent out in the past won't work anymore.



Update Your Variety 4WD Adventure Fundraising Page

Personal URL

Fundraising target

Please note that changing your page url might break any links to your fundraising page that already exist.

(There is a minimum fundraising target of \$4000)

UPDATE DETAILS

Update Your Blog

ADD NEW POST

Keep your friends, family and supporters updated with your progress.

Blog Post Title

Date Posted

Your Gallery

NEW IMAGE

Add images to your fundraising page

If you need help, please contact: events@varietywa.org.au

Tab #4 – Important dates

You guessed it – you'll find all the key dates and useful documents for the Variety 4WD Adventure in this tab. This tab will be updated as soon as new information becomes available, so you can use this tab to confirm details you may have lost or forgotten.



Important Dates for our Variety 4WD Adventurers

9 November 2019 - The official 2020 Variety 4WD Adventure Launch Event is on at Feral Brewing Co from 2.30pm

1 May 2020 - Registrations close. Car Entry and Participant entry details must be received by this date. (This refers to all the required fields in the online registration form)

24 May - 1 June 2020 - The 2020 Variety 4WD Adventure!

Important Documents

Please make sure you've fully read and agree to the following Conditions of Entry Document.

Resources

You can access a range of templates, promotional materials and fundraising tips here: <https://fundraise.varietywa.org.au/resources>

Keep an eye out for our Variety 4WD Adventure Fundraising Guide – coming soon!

That's all folks!

Happy fundraising and thanks again for your awesome support!

Don't forget, you can contact us on (08) 9355 3655 or via email on events@varietywa.org.au if you require any assistance setting up your page or using some of the great features available.

If you need help, please contact: events@varietywa.org.au